



Sales Finance Company Supplement Renewal Instructions

License Renewal Period 07/01/2011 to 06/30/2012

Time Sensitive
Read Carefully and Make Note
This information affects the accurate and timely renewing of your license.

Time Sensitive: The Renewal Package and required renewal fee must be received by the Department on or before July 1, 2011.

Renewal Fees: License renewal fee of \$500.00 for the principal office plus \$200.00 for each branch being renewed.

Late Fee: The completed renewal package, renewal fee and all applicable renewal documents must be received by the Department on or before July 1, 2011. License renewal packages not received by July 1, 2011 will be assessed a late fee of \$25.00 per day beginning July 2, 2011 until the Department receives the renewal package, renewal fee and applicable renewal documents. If the Department does not receive your renewal package, renewal fee and renewal documents by September 15, 2011, your license will be closed.

Renewal Contact: Your company President or authorized licensing contact person will be the parties that will be directly advised by this Department of any and all of the renewal issues. Therefore, if any of the licensee's concerned individuals have any questions about how the renewal is progressing, they will need to contact either of the individuals above for any status updates.

Email: It is required that the Department have a reliable email address, so we are able to contact you regarding future Department alerts, etc.

If you made any changes to your license since the last renewal (Address Change; Active Manager Change; Responsible Individual Change; Name Change – including changing or adding a DBA/Trade name; Officer Change – including adding and/or deleting officers; Branch Manager Change; or Ownership Change), then you must submit a Non-Mortgage Industry License Change Application along with all applicable documents and fees to AzDFI before submitting your renewal package with renewal fees. The Non-Mortgage Industry License Change Application and Instructions can be found by clicking here.

http://azdfi.gov/Licensing/Change_License.htm